



Federal Aviation
Administration

FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: Download Correspondence

**You are not required to have a registered e-filing account*

All references to software products remain the protected trademarks of their manufacturers. The instructions in this document may reference Microsoft application(s). This is not meant in any way to express a preference for any particular product since there are many different browsers, programs, and operating systems available to the user. For simplicity only, one brand/product is used in the examples that follow.



1.0 Batch Download or Batch Print Correspondence

To **batch download** or **batch print** correspondence documents from the OE/AAA website, select the link labeled **Download Correspondence** in the left side navigation. The **Download Correspondence link** is located under the **Obstruction Evaluation** section between Download Archives and the Circle Search for Cases links.

Obstruction Evaluation / Airport Airspace Analysis (OE/AAA)

Home
 FAA OE/AAA Offices
 View Determined Cases
 View Interim Cases
 View Proposed Cases
 View Supplemental Notices (Form 7460-2)
 View Circularized Cases
 Search Archives
 Download Archives
Download Correspondence
 Circle Search for Cases
 Circle Search for Airports
 General FAQs
 Marking/Lighting FAQs
 Wind Turbine FAQs
 Discretionary Review FAQs
 Notice Criteria Tool
 DAD Preliminary Screening Tool

In administering Title 14 of the Code of Federal Regulations (14 CFR) Part 77, the prime objectives of the FAA are to promote air safety and the efficient use of the navigable airspace. To accomplish this mission, aeronautical studies are conducted based on information provided by proponents on an FAA Form 7460-1, Notice of Proposed Construction or Alteration.

Obstruction Marking and Lighting, describes the standards for marking and lighting structures such as buildings, chimneys, antenna towers, cooling towers, storage tanks, supporting structures of overhead wires, etc.

OE/AAA Filing Process

If your organization is planning to sponsor any construction or alterations which may affect navigable airspace, you must file a Notice of Proposed Construction or Alteration (FAA Form 7460-1) either electronically via this website or manually with the FAA.

CLICK HERE
If you have received a post card

CLICK HERE
for instructions on how to file your proposal with the FAA

If construction or alteration IS NOT LOCATED on an airport:
 File forms 7460-1 and 7460-2 electronically via this website - [New User Registration](#)
 E-filing your proposal is preferred because
 - It's the fastest, most accurate method to submit to the FAA and immediately assigns an aeronautical study number to your case.
 - It establishes an electronic communications link with FAA and allows you to obtain project status and notifications directly from this site.

ISO
 ISO 9001:2015 CERTIFICATION

If construction or alteration IS LOCATED on an airport:
 File forms 7460-1 and 7480-1 electronically via this website - [New User Registration](#)
 or
 Find the FAA Airports Region / District Office having jurisdiction over the airport on which the construction is located, and file to that address.

or

If you are unable to file electronically, please click [here](#)

Questions? Please contact the [appropriate representative](#).

When the Download Correspondence link is selected, the page will provide users the ability to enter a range of cases, using a year and region drop down menu; where a range of case numbers can be entering.

Obstruction Evaluation

Home
 FAA OE/AAA Offices
 View Determined Cases
 View Interim Cases
 View Proposed Cases
 View Supplemental Notices (Form 7460-2)
 View Circularized Cases
 Search Archives
 Download Archives
Download Correspondence
 Circle Search for Cases
 Circle Search for Airports
 General FAQs
 Marking/Lighting FAQs
 Wind Turbine FAQs
 Discretionary Review FAQs

Download Correspondence

- Download a consecutive range of ASN case correspondence.
- Enter a range of cases, provide your email address, and select if you want to Print or Download and save the correspondence.
- Note: You will receive an email at the address you provide from noreply@faa.gov when your Batch is prepared. The email will contain a link established specifically for your request that will be available for you to retrieve the correspondence for 24 hours. Once you access the link from the email notification it will be purged and no longer available.

Select the Case Range for Download Correspondence

From ASN: 2025 - ANM - OE
 To ASN: 2025 - ANM - OE
 Status: [v]

Correspondence Email: [text box]

Download **Print**



Select the type of correspondence for download or print from the dropdown menu provided.

- [Search Archives](#)
- [Download Archives](#)
- [Download Correspondence](#)
- [Circle Search for Cases](#)
- [Circle Search for Airports](#)
- [General FAQs](#)

Select the Case Range for Download Correspondence

From ASN: 2025 - AAL - - OE

To ASN: 2025 - AAL - - OE

Status:

The following choices are available:

- Determination (for Off Airport cases in Determined status)
- Extension (for Off Airport cases in Determined status with an extension pending)
- Circularization (for Off Airport cases in Circularized status)

An email address is required to send a message when the request is complete.

Select the Case Range for Download Correspondence

From ASN: 2025 - AAL - - OE

To ASN: 2025 - AAL - - OE

Status:

Correspondence Email:

[Download](#) [Print](#)

>If **Print** is selected the system will compile the requested correspondence into a **single pdf** so the user may print it.

>If **Download** is selected the system will create a **zip file** so the user can save the **individual pdfs**.

Select the Case Range for Download Correspondence

From ASN: 2025 - AAL - - OE

To ASN: 2025 - AAL - - OE

Status:

Correspondence Email:

[Download](#) [Print](#)

When all required information has been filled in and Print or Download has been selected a notification will be notified via email when your requested information has been prepared for you.

The email will contain a **link** to retrieve the information for downloading/printing. This link will only be valid for **24 hours** after you have been notified that your request has been prepared. **If the link expires you must submit a new request. You will only receive one email notification."**

Example Email: Off Airport Case Correspondence Ready for Download



Federal Aviation Administration



Example Email: No Off Airport Case Correspondence Found for Download

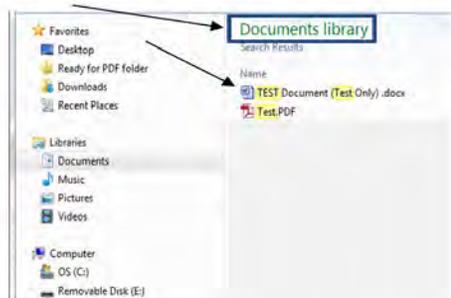


>Select **Open** to compile the requested correspondence into a **single pdf** for printing.



>Select **Save** to Download the requested **zip file** with the **individual pdfs**.

Example: Choose a File to Upload – Case Document





**Federal Aviation
Administration**

1.1 **Web Services**

OE/AAA Web services are available for computer to computer receipt of on and off airport potential obstruction data.

Public Access

Caselist - No login required

- Find On Airport or Off Airport Case by Aeronautical Study Number (ASN)
- Find cases by type and date range